

City of La Crescent
Building Safety Department
 315 Main Street
 La Crescent, MN 55947
 Phone: (507) 895-4409
 Fax: (507) 895-8694

SIGN Permit Application

Office Use Only	(3/05)
App. No. _____	

Date _____ Tenant/Building Name _____				
Site Address _____				
Number		Street		Suite/Unit No.
Subdivision and/or Addition	Block	Lot	Plat	Parcel
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor/Installer <input type="checkbox"/> Other (describe) _____				
Owner	Name _____ Phone (_____) _____			
	Last First MI			
	Address _____			
Contractor	Company _____ Phone (_____) _____			
	Name _____ E-mail. _____			
	Last First MI			
Engineer/ Designer	Company _____ Phone (_____) _____			
	Name _____ Registration No. _____			
	Last First MI (State of MN)			
Sign Type (check one)	<input type="checkbox"/> Advertising Sign: A sign that directs attention to a business, service, event or location <u>not</u> related to or on the premises where the sign is located.			
	<input type="checkbox"/> Business Sign: A sign that directs attention to a business, service, event, or commodity sold or conducted on the premises where the sign is located.			
Valuation	Total valuation of work \$ _____ (materials and labor)			
<p>Applications for sign permits must be accompanied by the following information:</p> <ol style="list-style-type: none"> 1) An accurately dimensioned site plan showing the proposed location of the sign on the property and/or wall elevation sketch (for wall sign only). 2) An accurately dimensioned drawing of the sign indicating the following: <ul style="list-style-type: none"> • support system • sign material, dimensions and height • size of the lettering • content of the message on the sign 3) A statement as to the type of lighting which will be used to illuminate the sign. (If illuminated, must be approved by a nationally recognized testing lab.) 				

DESCRIPTION OF WORK (Please complete appropriate section)**Advertising Sign**Width _____ x Length _____ = Total Square Feet _____
Height _____**Business Sign****Sign Type** (check one)☐ Freestanding☐ Auxiliary☐ Sun Canopy☐ Projecting☐ Development☐ Service Canopy☐ Wall☐ Church☐ Roof☐ Graphics☐ Marquee☐ Unknown☐ Portable (Beginning Date) _

(Ending Date) _____

☐ Novelty (Beginning Date) _

(Ending Date) _____

Width _____ x Length _____ = Total Square Feet _____

Height _____

Lighting (check one)☐ Yes

If so, type _____

☐ No**List All Existing Signs on Premises:** (Add Additional Pages if Necessary)

Type	Size	Sq. Feet	Location Type
_____	_____ x _____ =	_____	_____
_____	_____ x _____ =	_____	_____
_____	_____ x _____ =	_____	_____
_____	_____ x _____ =	_____	_____

I hereby apply for a sign permit, and I certify that the information above is complete and accurate. The work will be in conformance with applicable laws of the State of Minnesota and ordinances of the City of La Crescent. I understand this is not a permit but only an application for a permit and work is not to start without a permit. I certify that the work will be in accordance with all permit conditions and approved plans (in the case of work which requires a review and approval of plans).

Applicant's Signature_____
Date**DO NOT WRITE BELOW THIS LINE – Office Use Only**

(3/05)

ZONING REVIEW COMMENTS☐ Site Plan

Zoning District _____

Flood Protection Required _____

☐ Surveyor's Certificate

Flood District _____

Flood Protection Elev. _____

Comments: _____

Sign Permit No. _____

Final Zoning Review Required

☐ Yes☐ No

Zoning Approved by: _____ Date: _____

Comments: _____

Permit Approved by: _____ Date: _____